

13 August 1958

OFFICE OF PERSONNEL MEMORANDUM NO. 20- 801-20

SUBJECT: Control of Applicant Files

1. All applicant folders, or applicant papers such as letters and resumes, sent by the Qualifications Analysis Branch (QAB) to either the Clandestine Services Personnel Division (CSPD) or the Personnel Operations Division, Operations Branch (POD/Ops) will be routed through the Applicant Files Section (AFS) to be charged to CSPD or POD/Ops.
2. CSPD and POD/Ops will:
 - a. designate a central point in their respective units to receive and log files routed to them;
 - b. maintain a weekly follow-up control to ensure rapid consideration of the files by operating components;
 - c. recall the files at 30 day intervals in order to advise the applicant (by letter, telephone or telegram) that every effort is being made to reach a decision. These contacts should be fully recorded in the applicant's file.
3. AFS will recharge only those files that are specifically routed through them and will discontinue the practice of recharging all files sent to the DDI and DDS offices and those routed between Placement Officers within POD/Ops.
4. RSD will provide a list of all applicant files charged to CSPD and POD/Ops in excess of thirty days. The two offices will review the files listed and put the control system here prescribed into effect.

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DOCUMENT NO. _____
NO CHANGE IN CLASS ☒
☐ DECLASSIFIED
CLASS. CHANGED TO: TS S C
NEXT REVIEW DATE: _____
AUTH: HR 70-2
DATE 1 JUN 1981 REVIEWER: ☐

Acting Director of Personnel